



Prince William County Arts Council
14420 Bristow Road
Manassas, Virginia 20112

FY 20____ Technical Assistance Grant Checklist and PWCAC Board Approval

Name of Organization: _____

Date: _____ Grant Writer's Name: _____

Please ensure that your Grant is complete by using this checklist to double check you have submitted everything required.

Verification

ARS:	TREASURER:
Date:	Date:

- ☐ Your organization is a dues-paying member of the Arts Council
- ☐ Your grant application fits at least one of these three criteria:
 _____ 1) Requests consultation on/for particular artistic or organizational problem _____ 2) Requests funds to send authorized representatives to conferences or seminars _____ 3) Funds hardware or software for management purposes
- ☐ Your activity will be completed by June 30
- ☐ Your application requests \$500 or less in assistance.
- ☐ You have completed all sections of the application.
- ☐ The application is signed by you or an authorized official of your organization.
- ☐ You have completed all sections of the application narrative.
 *If NOT submitted through the PWCAC Web Page:
 - ☐ Your narrative follows the instructions:
 - ☐ 8½" x 11" paper with type on one side only
 - ☐ No more than 8 pages, excluding required support documentation
 - ☐ Typeface of 10 points or larger
 - ☐ Clearly identified "Narrative" answers with the appropriate heading for each of the six (6) points (e.g. "Name and Description of Activity" and section number "1")

Alice Mergler _____	Sean Peck _____
Peter Alten _____	Dawne Horizons _____
Ron Crigger _____	Carylee Carrington _____
Ebenezer Allotey _____	Michael Artson _____
Elysabeth Muscat _____	Jackie Thomas _____
Susan Dommer _____	Jordan Exum _____
Davene Barton _____	Kelly Haneklau _____
Catrina Hudson-McNeil _____	Larissa Miller _____

Office use:

- ☐ A copy of the paid receipt for purchased items
- ☐ Application in full with all documents
- ☐ Payment Voucher
- ☐ Approved Meeting Minutes showing the Board voted to approve the TA Grant application